



**North Carolina Department of Health and Human Services
Division of Mental Health, Developmental Disabilities and Substance Abuse Services**

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Michael F. Easley, Governor
Carmen Hooker Odom, Secretary

Michael Moseley, Director

March 2, 2007

MEMORANDUM

TO: DMH/DD/SAS Employees

FROM: Monica T. Jones, Security Officer
W. Denise Baker, Team Leader
Division Affairs Team

RE: New Security Procedures in the Albemarle Building

New security procedures are scheduled to be implemented in the Albemarle building effective April 1, 2007.

The Albemarle building has been selected by the Department of Administration and the State Capitol Police to receive a "Lobby Guard" automated Visitor Management System with a proposed implementation date of April 1, 2007.

The "Lobby Guard" is an automated, kiosk style Visitor Management System that will enhance the security of the Albemarle building. Customers/visitors will be able to log into and out of the system using their driver's license or by manually inputting their personal information into the "Lobby Guard" kiosk. The system has the ability to be linked to criminal databases to alert officials of the presence of a known criminal in the Albemarle building. Furthermore, individuals can be placed on a FLAG list that will allow our Divisions to screen and be alerted to the fact that a person of security interest is in the building. This program is being implemented by the State Capitol Police in several downtown locations.

Effective April 1, 2007, customers/visitors and employees not in possession of their state employee identification badge will be required to manually log into the Lobby Guard system and receive a guest pass. Those required to sign into the Lobby Guard must sign out prior to departure. **Employees in possession of their state employee identification badge will not be required to log into the Lobby Guard system.** These employees will simply be able to present their badges to the security officer on duty.

It is imperative that employees continue to cooperate with the security personnel during the transition to the new system and become more aware of the security changes as they take place in the downtown Raleigh area. Please advise visitors/guests and off-site state employees of the scheduled change in security procedures in the Albemarle building as minor adjustments to their arrival time may be necessary.

The goal of this effort is to increase the safety and security of our employees, customers, and the public. Your cooperation is greatly appreciated.

If there are any questions about the new Lobby Guard Visitor Management System, please contact Monica Jones at (919) 715-2780 or monica.t.jones@ncmail.net.

**EFFECTIVE IMMEDIATELY: EMPLOYEES ARE URGED TO BEGIN CARRYING THEIR STATE
EMPLOYEE ID BADGES AT ALL TIMES.**

